



Montgomery County Pilot Telework Program For UFCW Local 1994, MCGEO Bargaining Unit Employees



POLICIES AND PROCEDURES

I. Background

This policy is a result of negotiations between UFCW Local 1994, MCGEO (hereinafter the "Union") and Montgomery County Government. Montgomery County and the Unions' objectives for this Pilot Telework Program are as follows:

- To further support the County's efforts in promoting the County as an employer of choice, maintaining and/or improving working conditions, and enhancing employee recruitment and retention;
- To support national, regional, and local efforts to reduce traffic congestion, and improve air quality;
- To provide employees with opportunities to enrich their lives by recapturing quality time otherwise lost as a result of lengthy commutes;
- To increase productivity;
- To improve continuity of operations in severe weather situations and other emergencies; and
- To adapt to changing employment parameters and advances in telecommunications.

II. Purpose

This policy outlines the Montgomery County Pilot Telework Program for UFCW Local 1994, MCGEO bargaining unit employees. The Pilot Telework Program is established primarily to meet Department missions and operational needs by helping the County reduce real estate and energy costs, promote management efficiencies, making the County more responsive in severe weather and other emergencies, enhancing the recruitment and retention of highly qualified employees, and improving the quality of employee work-life.

While participating in the Pilot Telework Program, a Teleworker will continue to provide internal and external customer service and maintain the normal functions and performance standards of the County. Employees will be allowed to participate to the maximum extent possible without diminished performance so long as they meet the requirements of this policy and obtain supervisory approval.

The provisions of this policy apply to bargaining unit employees participating in the Pilot Telework Program. Additionally, the provisions of the applicable collective bargaining agreement will be honored in regard to bargaining unit employees participating in Telework.

Departments shall review the managerial, logistical, organizational, and other barriers to fully implement Telework.

III. Definitions

1. **Telework:** Telework is defined as a work arrangement that allows an employee to perform work, during any part of the employee's authorized work schedule, at an approved Remote Work Location. This definition of Telework includes what is generally referred to as Remote Work Location but does not include any part of work done while on official travel or mobile work. Telework is an alternative method of meeting the needs of the County and it will not be universally available in all occupational job classes and/or positions.
 - a. **Regular Telework:** The employee Teleworks on a regularly-scheduled basis.
 - b. **Situational Telework:** Approved on a case-by-case basis, where there is a work related need and the hours worked are not part of a previously approved, ongoing and Regular Telework schedule. This arrangement may accommodate a business cycle or program for tasks or projects amenable to being performed at an approved Remote Work Location. Examples of Situational Telework include Telework as a result of inclement weather, appointments, or special work assignments. Situational Telework must be approved by the Supervisor.
2. **Teleworker:** An eligible employee who has been approved to work from a Remote Work Location and who works to produce an agreed-upon work product. The Teleworker performs the normal duties and responsibilities of his/her position from the Remote Work Location.
3. **Eligible Position:** An occupational job class and/or position determined by a Department head to be eligible for Telework. Individuals in Eligible Positions must apply for, but are not guaranteed, the option to Telework.
4. **Main Worksite:** The location of the Teleworker's primary workspace and place where the Teleworker normally performs work duties.
5. **Remote Work Location:** A worksite other than the employee's Main Worksite, such as the employee's residence, as approved by the Manager or Supervisor.
6. **Telework Arrangements:** Telework Arrangements in the County may be full-time or part-time. Part-time schedules are more common. Departments have the discretion to define the types of Arrangements and parameters for participation within the Telework Arrangements. In exercising this discretion, Departments should consider individual employee needs while ensuring that Telework does not diminish employee performance or departmental operations.

Identified below are examples of part-time participation:

- 3 or more days per pay period (denotes a bi-weekly pay period)
 - 1 or 2 days per pay period
 - Once per month
 - On an situational or short-term basis (i.e. unscheduled Telework)
7. **Mobile:** Work which is characterized by routine and regular travel to conduct work in customer or other worksites as opposed to a single authorized alternative worksite. Examples of Mobile work include site audits, site inspections, investigations, property management, and work performed while commuting, or traveling between worksites.
 8. **Telework Coordinator:** An individual in the Office of Human Resources responsible for providing Departments with technical assistance; maintaining Telework records and reports; and gathering and

analyzing data on the Pilot Telework Program. The Telework Coordinator will also receive any requests to review any issues or disagreements that may arise. He/she will maintain a list of all eligible Telework positions.

IV. Policy

A. Eligibility

Full-time and part-time bargaining unit employees in the County who are:

- in a Telework-approved position,
- have successfully completed their probationary period and achieved merit status,
- have an overall "meets expectations" performance rating for the previous rating period,
- have not been placed on a Work Improvement Plan forgo days prior to starting Telework,
- have received Manager approval for participation in the Telework program, and
- are eligible to apply for Telework.

Employee participation in Telework is strictly voluntary and is not an employee right. An employee may be ineligible for Telework based on prior formal disciplinary actions.

The County and the Union through the County-wide LMRC will work together to identify and offer opportunities for Telework. The Department Director, in conjunction with Department Managers, Supervisors, and the OHR Telework Coordinator will identify positions appropriate for Telework based on the following criteria:

- Essential functions of the position and ability for those functions to be performed off-site on Telework days with only computer, e-mail and phone support;
- Work performance for the position that can be evaluated in a Telework Arrangement;
- Productivity and results that can be effectively measured with limited supervisory observation;
- Proprietary and confidential information of the County Department or Division that can remain confidential and secure; and
- Ability to maintain or improve service to internal and external customers.

An employee in a position eligible for Telework is not required to Telework and has the right to refuse to Telework if the option is made available to them. Similarly, all requests to Telework are subject to review by the Manager or Supervisor and approval by the Department Director.

Employees in the Office, Professional, and Technical (OPT) and Service, Labor and Trades (SLT) bargaining units represented by the Union are eligible for the Pilot Telework Program, provided they meet the criteria listed above.

Employees who are on alternate work schedules may be eligible to Telework. The County has the right to refuse to make Telework available to an employee and to terminate a Telework Agreement with notice to the Teleworker. A Teleworker has the right to terminate a Telework Agreement with notice to his/her Manager or Supervisor. Notice to terminate a Telework Agreement must be provided in accordance with Section V.E of this program.

B. Existing Teleworkers

Teleworkers who are currently Teleworking are allowed to continue to Telework subject to the current Pilot Telework Policy and Eligibility criteria in section IV. A. In order to establish and maintain uniform Telework procedures, those who are currently Teleworking will have to sign a Pilot Telework Agreement and all forms, and complete the Telework training.

C. Participation

Telework is a voluntary cooperative arrangement between the County and the employee. An employee who participates in the Pilot Telework Program is subject to all County policies and procedures including, but not limited to, those regarding confidentiality; disclosure and security of information; conflict of interest; EEO, workplace conduct (MCPR, departmental directives and policy), and acceptable use of information and communications technology resources. Participants in the Pilot Telework Program are required to:

1. Complete the following forms:
 - Request for Participation in the Pilot Telework Program
 - Assessment for Telework Suitability
 - Manager/Supervisor Assessment of Employee's Suitability
 - Manager/Supervisor Assessment of Position
 - Pilot Telework Program Safety Information
 - Pilot Telework Technology & Equipment Checklist
 - Pilot Telework Agreement
2. Attend Telework Training
3. Adhere to the Pilot Telework Policy or risk the inability to participate in the program

D. Terms of Employment

The Telework Agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The Teleworker remains obligated to comply with all County rules, policies, procedures, practices, and instructions that would apply if the employee were working at the regular County worksite. Work products the employee develops or produces while Teleworking remain solely the property of Montgomery County.

E. Training

Training is mandatory for all employees before beginning Telework and for Managers and Supervisors of Teleworkers. The employee and Manager and/or Supervisor must attend required training before completing the Pilot Telework Agreement. The training will provide employees, Managers and Supervisors with guidance on how to maximize the benefits of Telework and will include information on the application process, Teleworker roles and responsibilities, Manager and Supervisor oversight of Teleworkers, evaluating success of a Telework Arrangement, security, and instructions on proper ergonomic positioning of furniture, and tips for the employees on how to ensure the safety of their Remote Work Location.

F. Work Space

The Teleworker must designate and maintain a clean, safe, and productive workspace at the Remote Work Location that is adequate for accomplishing necessary tasks and free of obstructions and

distractions. This space may be at the Teleworker's residence or another Remote Work Location approved by the Supervisor. Factors will include but are not limited to type of work, access to specialized equipment or materials, noise factors, and ability to maintain confidentiality of data and files.

A Teleworker must not conduct meetings with customers or co-workers at the Remote Work Location. When a meeting is scheduled on a day the Teleworker is scheduled to Telework, the Teleworker must go to the Main Worksite to attend the meeting or make alternative arrangements as agreed upon by the Manager or the Supervisor.

With reasonable advance notice, the Supervisor and/or designee has the right to inspect the Remote Work Location before the Telework Arrangement begins and at periodic intervals during the Telework Arrangement to ensure the workspace is safe, information is secured, and all equipment is adequately installed and performing properly.

A Teleworker, who participates in the Pilot Telework Program more than half the time, may be required to relinquish their office space and utilize a hoteling station when they are at the Main Worksite. In the event a Teleworker does not have an assigned personal work space at the Main Worksite, the Teleworker will be provided with a locking cabinet or drawer in which personal items may be stored for safekeeping.

G. Workers' Compensation

During work hours, the Teleworker is covered for any injury arising out of and in the course of employment pursuant to the Maryland State Workers' Compensation Act. A Teleworker injured while working at the Teleworker's residence or other Remote Work Location is required to follow established County procedures for reporting on-the-job injuries.

H. Telework Schedule and Availability

The Supervisor will work with the employee to identify the days and times he/she will Telework. Normally, work schedules at the Remote Work Location will parallel those at the Main Worksite but can be structured to meet the needs of the Teleworker, his/her Supervisors, and the organizational mission. The process of establishing work schedules permits periodic adjustments to achieve an optimal schedule, which meet organizational requirements and suit Teleworker needs. Work schedules may also include fixed times during the day for Manager/Supervisor and Teleworker telephone conversations and/or video conferencing as deemed necessary by the Supervisor. Establishing such times will be made with the Teleworker and may be helpful to maintain Supervisor/Teleworker communication.

A Telework schedule may include two or more days per month at a Teleworker's Remote Work Location. The number of days per week or month is a decision to be made by the Manager or Supervisor in conjunction with the Teleworker. In order to realize the full environmental impact benefits of the Pilot Telework Program, a full day of Telework is preferred. A Telework schedule, including specific days and hours, must be agreed upon by the Manager or Supervisor and the Teleworker. This schedule must include a meal period and breaks based on the collective bargaining agreement. The total number of hours a Teleworker is expected to work per day or per pay period will not change due to participation in the Pilot Telework Program.

A Teleworker must be available by phone, email, or both during the scheduled Telework hours, with the exception of the meal period and breaks. A Teleworker in the Pilot Telework Program will be given reasonable advance notice, whenever possible, of at least 24 hours for all meetings, lectures, training, or other events that require their physical presence at the primary workplace. The Teleworker must comply with any reasonable request to be present at the Main Worksite.

The Telework Arrangement may be abbreviated, or the number of hours or days per week or month may need to be revised, or terminated in totality should office coverage become a problem due to any changes in work demands, or office staffing, either on an interim or ongoing basis or due to other operational needs.

A Teleworker must not perform personal business or activities or secondary employment during designated Telework hours. Personal business or activities include, but are not limited to, caring for dependents, making or supervising home repairs, and use of computer or telephone for other than incidental non-work activities.

All participants in the Pilot Telework Program must indicate accurately on their timecards which hours or days were worked at the Remote Work Location. Telework is indicated on the timesheet by the Reason Code.

I. Communication

The Manager/Supervisor and Teleworker agree to review the work plan, review completed work, and/or discuss by phone, email, or face-to-face. This review can be daily or weekly during the initial thirty (30) calendar days of Teleworking. Further review of work will be at the Supervisor's discretion. The Teleworker must be available by phone during core hours and agrees to respond to emails and phone calls during this period. Specific deadlines for returning emails and phone calls will be determined by the Supervisor.

J. Work Performance

Any employee participating in the Pilot Telework Program is expected to perform his/her duties and responsibilities at the remote location at the minimum acceptable performance level or greater. Consequently, it is critical that the Remote Work Location be free from distractions and the employee free from obligations which would impair his/her ability to provide the same time and level of attention to the work product as when at his/her Main Worksite.

A Teleworker's job responsibilities will not change due to participation in the Pilot Telework Program. The Manager or Supervisor may require the Teleworker to submit regular status reports or other information to help evaluate work performance. A decline in work performance or a decline in service to the Teleworker's internal and external customers may result in adjustments to the Pilot Telework Agreement or termination from the Pilot Telework Program. The Teleworker's performance plan will be modified to include Telework requirements.

A Teleworker will be held to the same performance evaluation standards as other employees in the County who do not Telework.

K. Overtime, Leave, and Compensation

Managers and/or Supervisors must approve paid overtime or compensatory time for the day(s) the Teleworker works at the Remote Work Location. In accordance with the County's overtime policy, overtime must be approved in advance to preclude any unintended liability for premium pay. Teleworkers must receive supervisory approval prior to working beyond their normal hours of duty. Failure to obtain supervisory approval may result in the termination of the Telework Agreement and possible disciplinary action.

Procedures for requesting leave will remain unchanged. The Teleworker is responsible for obtaining leave approval in advance and keeping appropriate personnel informed of leave usage in accordance with Department policy and/or procedure.

Teleworkers working at their Remote Work Location will be granted the same holidays as employees working at the Main Worksite.

If a Teleworker becomes sick at any time while Teleworking, the Teleworker must immediately report the sickness to his/her Manager or Supervisor and use sick leave to cover those hours not worked. If a Teleworker must take some other form of leave, the Teleworker must request leave from his/her Manager or Supervisor immediately and use the leave to cover those hours not worked.

A Teleworker's compensation and benefits will not change due to participation in the Pilot Telework Program.

A Teleworker must submit regular or bi-weekly time cards in accordance with the normal procedures.

L. Income Tax

It will be the Teleworker's responsibility to determine any income tax implications in maintaining a home office area. The County will not provide tax guidance nor will the County assume any additional tax liabilities. The Teleworker is encouraged to consult with a qualified tax professional to discuss income tax implications.

M. Liability

The County will provide a defense and indemnification to a Teleworker who is Teleworking at their residence or other approved Remote Work Location for all claims arising out of and within the Teleworker's scope of employment consistent with the provisions of the Local Government Tort Claims Act and other applicable laws. The County is not liable for any loss, destruction, or damage to property or for any injury or loss to third persons occurring at or around the Teleworker's residence or other approved Remote Work Location.

N. Inclement Weather

The County has a priority to ensure continuity of operations during inclement weather or other emergency conditions. During a declared general or weather-related emergency, as declared by the County Executive and/or designee, in which the Main Worksite is closed, a non-essential employee scheduled to Telework will not be required to work remotely.

During a liberal leave period, a non-essential employee scheduled to Telework is expected to work remotely during that period. If a Teleworker is not scheduled to Telework during a liberal leave period, he/she is encouraged to Telework with concurrence of the Supervisor.

If the Teleworker chooses not to work remotely on a scheduled Telework day during a liberal leave period, the Teleworker must notify his/her Manager or Supervisor of the Teleworker's leave status and use leave in accordance with the liberal leave policy to cover hours not worked.

O. Worksite Issues

During closures of Main Worksites or facility-related issues, when alternative work locations are being assigned, Telework may be considered as an option, in consultation with the Supervisor.

P. Code Red Air Quality Days

Employees enrolled in the Pilot Telework Program are strongly encouraged to Telework during a code red air quality day – even if to do so would result in a change to the Telework schedule. Managers or

Supervisors and Teleworkers will be notified at least 15 hours in advance of a code red air quality day. Following the announcement of a code red air quality day, the Teleworker must immediately discuss the work he/she will perform on that day with the Teleworker's Manager or Supervisor if the day would not normally be a Telework day. A Manager or Supervisor must not allow a Teleworker to Telework on a code red air quality day if the Manager or Supervisor and Teleworker do not agree on a Telework work plan before that day.

Q. Dependent Care

Teleworking is not a substitute for dependent care. Telework will not be authorized to allow the employee to provide care to any individual during Telework hours. However, a dependent may be home while the employee Teleworks if those dependents are independently pursuing their own activities or otherwise cared for by a caretaker.

R. Equipment

Unless the equipment is provided by the County, the Teleworker is responsible for the purchase, installation, configuration, and maintenance of all equipment and services (e.g., computer, mobile computing device(s), standard software, printer, telephone, mobile phone, cellular service, internet connection, video conferencing equipment, desk, chair etc.) used for Telework. Teleworkers requiring access to the County's Virtual Private Network (VPN) must contact the IT Help Desk at 240-777-2828, option 2, or via e-mail at helpit@montgomerycountymd.gov, to request an account. Teleworkers must maintain up-to-date anti-virus software on their computer(s) used for Teleworking. The Telework computer must meet all current VPN-related and other security requirements as established by the Department of Technology Services. Individual Departments or job classifications may have additional requirements or guidance to be followed. The County shall not be responsible for the purchase, maintenance, repair, or operational costs of any such equipment.

A Teleworker must have a phone to be available for calls from his/her Manager or Supervisor. The Teleworker may be required by his/her Manager or Supervisor to check County voice mail messages on a regular basis. A Teleworker who's normal duties include responding to emails and phone is expected to continue to respond while Teleworking.

S. Supplies

A Teleworker may take supplies needed for work at the Remote Work Location from the Teleworker's Main Worksite with the Manager's/Supervisor's approval. The Teleworker will not be reimbursed for out-of-pocket expenses for supplies regularly available at the Main Worksite.

T. Confidentiality

A Teleworker is responsible for protecting the confidentiality, integrity, and availability of data, information, and paper files used when Teleworking. A Teleworker must follow all applicable County, federal, state, and departmental policies, laws, and regulations to protect data accessed or maintained while Teleworking. In addition, Teleworking employees must adhere to the following:

1. Protecting information assets from unauthorized access and use by others, including family members, friends, and other visitors.
2. Leaving information assets only in secured locations and not in unattended or unlocked vehicles or other locations where they may be easily stolen.
3. Ensuring that employee-owned systems utilized for Teleworking purposes meet or exceed County security requirements.

U. Data Collection

A Teleworker and his/her Manager or Supervisor agree to participate in studies, inquiries, surveys, reports, or analyses relating to Telework at the County's direction. Information required for accurate reporting and analysis for these purposes must be provided by Teleworkers, Supervisors, and Managers.

V. Procedure

A. Application Procedure

Employees interested in Telework must complete the application process. To initiate the application process, an employee must complete the Request for Participation form and submit to his/her Manager or Supervisor. After the Request for Participation form is submitted, the Teleworker and the Manager or Supervisor will complete the Assessment for Telework Suitability. If the outcome of the Assessment for Telework Suitability indicates that the employee is eligible for Telework, the employee must complete Telework Training. Once the employee and the Manager/Supervisor attend the Telework Training, they will then complete the Pilot Telework Agreement.

B. Approval

If the Manager or Supervisor and employee agree on a mutually beneficial Telework Agreement, the Manager or Supervisor must forward a copy of the Pilot Telework Agreement to the Department Director. If the Manager or Supervisor and employee do not agree on a mutually beneficial Telework Arrangement, the Manager or Supervisor must forward a copy of the Request for Participation, the Assessment for Telework Suitability, and the Pilot Telework Agreement, including a summary of the points on which the Manager or Supervisor and employee agreed and disagreed, to the Department Director. The Department Director must review the materials provided and approve or disapprove the employee's request to Telework. The Department Director should also make suggestions on the points the Manager or Supervisor and the employee disagree to help them reach agreement on a Telework Arrangement. If the request is not approved, the Department Director must give the employee the reason for not approving the request. Approval of Telework is a management right and may be subject to review. The Review Process is in section V. F.

C. Renewal

The Teleworker must reapply annually to allow the Department to evaluate the Teleworker's progress. The Teleworker, in conjunction with his/her Manager or Supervisor, will be required to complete renewal paperwork at the time of his/her annual evaluation. They will not be required to attend the Telework Training; however a new Pilot Telework Agreement must be completed. There is no presumption of the Pilot Telework Agreement being renewed.

D. Change in Status

A Teleworker will be required to complete a new set of application materials if his/her job changes. The Teleworker must first check the list of eligible positions maintained by the OHR Telework Coordinator, to make sure the job is an approved Telework position. The Teleworker must then perform at a successful level under an established performance plan for a minimum of six months before completing a new set of application materials. If the Teleworker is approved to Telework, a new Telework Agreement must be signed and approved.

If a Teleworker's Manager or Supervisor changes, but the Teleworker's job does not, the Teleworker must share and review the Pilot Telework Agreement packet with the Teleworker's new Manager or Supervisor.

If a Teleworker's job changes, but his/her Manager or Supervisor does not, the Teleworker must first check the eligible list to make sure the job is an approved Telework position. If the job is eligible, the Teleworker will be required to complete a new set of application materials for their new position, even though his/her Manager or Supervisor has not changed.

E. Termination of the Pilot Telework Agreement

Teleworkers do not have an automatic right to continue to Telework and Telework Arrangements may be modified, adjusted, suspended, or terminated at any time by management (or when requested by the employee).

Participation in the Pilot Telework Program will be terminated when the employee no longer meets the eligibility criteria. Telework Agreements may be terminated at any time. Reasons for termination of a Telework Agreement include, but are not necessarily limited to the following:

1. Performance falls below the satisfactory level,
2. When customer service is adversely affected,
3. Because of conduct or other performance concerns,
4. Other requirements of the Telework Agreement are not fulfilled.

Management will provide ten (10) working days prior notice, when feasible, before modifying, suspending, or terminating a Telework Agreement to allow the affected employee to make necessary arrangements. Consent or acknowledgement via signature by the terminating employee is not required for the modification or termination to take effect. The decision of management to terminate an employee from the Telework program may be reviewed by the OHR Telework Coordinator.

To withdraw from the Pilot Telework Program, including for the purposes of promotion or retirement, the Teleworker must provide ten (10) working days prior notice when feasible, in writing, to the Supervisor and the Telework Coordinator. The Teleworker must coordinate the return of all issued equipment and materials to the Department and/or the Telework Coordinator.

Changes in work schedule resulting from termination from the Pilot Telework Program will be initiated at the beginning of a new pay period.

An employee may reapply to participate in the Pilot Telework Program again after their Telework Agreement has been terminated.

F. Review Process

Denial or termination of a Telework Agreement for those employees accepted into the program may be reviewed by the OHR Telework Coordinator. If a Supervisor or Manager denies the request for the continuation Telework or terminates a Telework Agreement, the Teleworker or the Union may ask for a review of this decision based on a claim that the denial or termination is arbitrary and capricious.

During the Pilot Telework Program, the OHR Telework Coordinator will review all requests by the Teleworker or the Union relating to Telework. The OHR Telework Coordinator will notify the Teleworker and the Union, in writing, of the results of the review within fifteen (15) working days of the date the

request was received. The OHR Telework Coordinator's decision may be referred by the Teleworker or the Union to the existing, informal, joint County-Union Alternative Dispute Resolution (ADR) process for review during the Pilot Telework Program. The ADR panel's decision is not subject to the grievance process. The ADR panel's proceedings are confidential and may not be referenced in future proceeding and will not be admissible in any arbitration or grievance.

VI. Responsibilities

A. Employee

1. Follow the provisions of the Pilot Telework Program.
2. Work with his/her Manager or Supervisor to come to an agreement on, and observe the terms and conditions of the Pilot Telework Agreement.
3. Follow all applicable laws, rules, regulations, policies, directives, codes, and procedures to ensure the security and confidentiality of official documents and records.
4. Follow all applicable laws, rules, regulations, directives, codes, policies and procedures relating to workplace conduct and performance.

B. Manager and/or Supervisor

1. Encourage active communication between Teleworkers and Main Worksite staff to ensure adequate interaction. Options available may include: e-mail, telephone, voice mail, instant messaging, and/or videoconferencing.
2. Ensure that Telework does not burden Main Worksite staff through inequitable distribution of workload.
3. Review Teleworking employee's work plan prior to employee's scheduled Telework day(s).
4. Periodically evaluate the effectiveness of the Telework Agreement and include in six month evaluations.
5. Encourage eligible employees to Telework during code red air quality days.
6. Maintain copies of all Telework documents.

C. Department Director

Periodically evaluate the effectiveness of Telework in the Department by meeting with Managers and Supervisors who manage Teleworking employees. Director must have knowledge of applicable regulatory requirements for their department.

D. Department of Technology Services

Periodically review this Pilot Telework Program to ensure it is compliant with current technology and standards.

E. Risk Management

Provide resources on ergonomic workstation set-up and tips on office safety as part of the mandatory training and consistent with the Montgomery County Safety Program. Resources can be found at <http://portal.mcgov.org/finance/RM.aspx>.

F. Occupational Medical Services

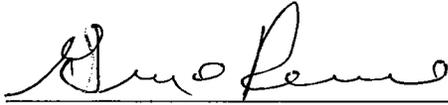
ADA accommodations do not fall within the parameters of this Pilot Telework Program. The employee must contact Occupational Medical Services (OMS) consistent with policy and procedure for an ADA accommodation. An employee may not Telework under any approval of FMLA.

G. Office of Human Resources/Telework Coordinator

1. Designate a Telework Coordinator to serve as the lead administrator of the Pilot Telework Program and to maintain official record of all Telework documents, including a list of all eligible Telework positions. The Telework Coordinator will be the primary point of contact and will be a resource on all Telework matters.
2. Provide employees and Managers or Supervisors with technical assistance on an ongoing basis.
3. Coordinate the training of Managers/Supervisors and employees eligible to Telework.
4. Maintain and update the Pilot Telework Program policies and guidelines, application, and promotional materials.
5. Respond to any requests by the Teleworker or the Union to review any decisions that are deemed to be arbitrary and capricious.
6. Provide the County-wide Labor Management Relations Committee with information on the status of Telework in the County.

Start Date of the Pilot Telework Program: _____

Sunset Date of the Pilot Telework Program: _____



Gino Renne, President
UFCW Local 1994, MCGEO



Shawn Y. Stokes, Director
Office of Human Resources
Montgomery County Government